

BRA EMPLOYMENT OPPORTUNITY		PLEASE POST!!
<b>TITLE:</b> HUMAN RESOURCES ASSISTANT		<b>JOB VACANCY POSTING NO.</b> 4-05
		<b>POSTING DATE:</b> 2/2/05, Rev:2/4/05
<b>EMPLOYMENT STATUS:</b> BRA Development Program Employee (see Definition attached)		<b>EXTERNAL DATE:</b> 2/15/05
<b>DEPT/DIV:</b> HUMAN RESOURCES/A&F		<b>POSITION FILLED:</b> _____
		<b>DATE:</b> _____
		<b>NAME:</b> _____
		_____

**SUMMARY:** Under the direction of of the Director, Human Resources, provide administrative and general office support to the Human Resources department including HRIS system support. Assist in special projects as assigned by the Director of Human Resources; provide Human Resources support to HR staff in the areas of Recruitment/Employment, Benefits and Staff Development.

Provide administrative and general office support to all Human Resources staff members.

Meet, greet, screen and assist employees and visitors to the Human Resources Department.

Maintain general appearance of Human Resources department. Organize files, office supplies and closets, lock files , etc. Recommend and implement new office procedures as needed.

Perform administrative and clerical support duties including answering department telephones; opening and distributing incoming mail; typing, faxing, filing, photocopying, routing materials, maintaining office supplies etc. Maintain employee personnel files in a timely and confidential manner. May prepare selected files for Archives.

Develop and maintain up-to-date knowledge of ABRA Suite HRIS. Develop expertise in input procedures, ABRA standard reports, Query and Crystal. Oversee and maintain HRIS system. Ensure timely and accurate input and updating of employee data; monitor use of HRIS.

Assist with Special Projects for the Director of Human Resources as assigned.(i.e annual residency certification process, employee reports, etc.)

Provide Human Resources support to HR staff in the areas of Recruitment/Employment, Benefits and Staff Development.

Provide support to the Recruitment and Hiring Manager in the recruitment and selection process. Receive, process (scan or copy via Abra Recruiting Solution/applicant tracking system) and forward incoming resumes/applications. Acknowledge receipt of resume to applicants. Log resumes, update and maintain job posting activity files. Assist with maintenance and updating of job posting board. Assist with education verifications. May assist in updating employment opportunities Website. Participate in other recruiting projects and human resources activities as assigned.

Assist Employee Benefits Manager in orientation and termination preparation. Prepare new hire orientation and termination packets and ensure maintenance of source materials. Set up TV, take pictures for Agency Directory as part of the orientation process. Set up new employee personnel files; enter new hire and other employee information into computer (ABRA HRIS) and payroll system ensuring accuracy. Input new hire information into the time sheet system. Process new hire enrollments with the Retirement Board. Coordinate ID badges for new employees. Participate in other benefit projects as assigned including COBRA administration, etc. Assist in updating service providers with change in status information.

Assist the Staff Development Program Manager in coordinating new Intern hires and with other projects as assigned.

Distribute T passes; payroll as required.

Maintain confidentiality of all information.

Perform other related duties as required.

**QUALIFICATIONS:** Work requires a Bachelors degree or equivalent in Human Resources or related field and two or more years of related work experience. Previous experience in a Human Resources department is highly desirable. Must have a working knowledge of HRIS, preferably Abra Suite/Best software. Must have excellent administrative organizational and office management skills. Must be detail oriented. Proficiency with office software, including Excel, MS Word, Outlook, etc.is required. The ability to prioritize, multi task and adapt to changing priorities in a fast paced environment is essential. Excellent communication and customer service skills are necessary. Must have experience with and the ability to handle sensitive and confidential information.

**GRADE: 15**

**HIRING RANGE: \$35,176.03 - \$41,510.81**

**To Apply: Submit resume/cover letter to Human Resources, BRA, 43 Hawkins Street, Boston MA 02114.**

**E-Mail:hr.bra@ci.Boston.MA.US FAX: 617-918-5458**

**An Affirmative Action/Equal Opportunity Employer**

**Auxiliary aids and services are available upon request to individuals with disabilities.**

**APPLICANTS MUST BE RESIDENTS OF BOSTON ON DATE OF HIRE.**

**RESOLUTION ADOPTED BY THE  
BOSTON REDEVELOPMENT AUTHORITY  
DECEMBER 12, 1968**

1. RE: Establishment of a class of temporary employees to be known as Development Program Employees.

Whereas, the expanded staff requirements for carrying out the Boston Development Program will exist for a temporary period and can best be met by a maximum flexibility in hiring, dismissal, promotion, and transfer of staff, and

Whereas, if such staff were to be classified as permanently employed within the meaning of Section 2600 of Chapter 121 of the General Laws, it would seriously jeopardize the Authority's ability to carry out the program with maximum efficiency and economy,

Therefore, be it Resolved that there shall be established a new class of temporary employees of the Authority which shall be known as Development Program Employees who shall be employed from time to time for work in the Development Program and shall not be considered as permanent employees of the Authority. All such employees, unless otherwise specifically provided, may be dismissed at any time for cause or on three months' notice without cause.